



Vendor Workshops 2015



The Department of Procurement Administration will hold free Bid and Proposal Preparation Workshops for vendors on the below stated dates and times: All Workshops will be held in:

**AUGUSTA PROCUREMENT DEPARTMENT
535 TELFAIR STREET, ROOM 605
AUGUSTA, GA 30901**

Call Sheila Paulk at (706) 821-2422 to register and or for additional information

2015 Free Vendor Workshops

**How to Registered for Local Vendor Preference (Local & Small)
Held on the 2nd Thursday of each month 4:00 p.m. until 5:00 p.m.**

Date	Location	Date	Location
January 8, 2015	Conf. RM 605	July 9, 2015	Conf. RM 605
February 12, 2015	Conf. RM 605	August 13, 2015	Conf. RM 605
March 12, 2015	Conf. RM 605	September 10, 2015	Conf. RM 605
April 9, 2015	Conf. RM 605	October 8, 2015	Conf. RM 605
May 14, 2015	Conf. RM 605	November 2015 - <i>No Class</i>	Conf. RM 605
June 11, 2015	Conf. RM 605	December 2015 - <i>No Class</i>	Conf. RM 605

**How to Prepare an Invitation To Bid
Held on the 3rd Thursday of each month 4:00 p.m. until 5:00 p.m.**

Date	Location	Date	Location
January 15, 2015	Conf. RM 605	July 16, 2015	Conf. RM 605
February 19, 2015	Conf. RM 605	August 20, 2015	Conf. RM 605
March 19, 2015	Conf. RM 605	September 17, 2015	Conf. RM 605
April 16, 2015	Conf. RM 605	October 15, 2015	Conf. RM 605
May 21, 2015	Conf. RM 605	November 2015 - <i>No Class</i>	Conf. RM 605
June 18, 2015	Conf. RM 605	December 2015 - <i>No Class</i>	Conf. RM 605

**How to Prepare a Request for Proposal (RFP) / Request for Qualifications (RFQ)
Held on the 4th Thursday of each month 4:00 p.m. until 5:00 p.m.**

Date	Location	Date	Location
January 22, 2015	Conf. RM 605	July 23, 2015	Conf. RM 605
February 26, 2015	Conf. RM 605	August 27, 2015	Conf. RM 605
March 26, 2015	Conf. RM 605	September 24, 2015	Conf. RM 605
April 23, 2015	Conf. RM 605	October 22, 2015	Conf. RM 605
May 28, 2015	Conf. RM 605	November 2015 - <i>No Class</i>	Conf. RM 605
June 25, 2015	Conf. RM 605	December 2015 - <i>No Class</i>	Conf. RM 605

**How to Prepare an Architectural & Engineering (A&E) Proposal
Held on the 4th Thursday of each month 3:00 p.m. until 4:00 p.m.**

Date	Location	Date	Location
January 22, 2015	Conf. RM 605	July 23, 2015	Conf. RM 605
February 26, 2015	Conf. RM 605	August 27, 2015	Conf. RM 605
March 26, 2015	Conf. RM 605	September 24, 2015	Conf. RM 605
April 23, 2015	Conf. RM 605	October 22, 2015	Conf. RM 605
May 28, 2015	Conf. RM 605	November 2015 - <i>No Class</i>	Conf. RM 605
June 25, 2015	Conf. RM 605	December 2015 - <i>No Class</i>	Conf. RM 605

Walk-ins are Welcome: Please arrive 15 minutes prior to the scheduled meeting